



WATER CONSERVATION SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a wide variety of duties involving water resources and water conservation programs and reporting requirements, including responsibility for preparation of water accounting summary reports, developing procedures and tracking of various types of water use to ensure compliance with contracts and with ADWR assured water supply provisions, demand/supply forecasting, participating in design and maintenance of databases to streamline capturing data necessary for water reporting requirements; administering components of the Non-Per Capita Conservation Program; coordination of water conservation activities, enforcement of ordinances, and conducting research on water supply issues. Administer Water Utilities (WUD) Landscape Maintenance Contracts covering all WUD properties. Draft, negotiate and administer Landscape Maintenance Contract for all WUD facilities including the Women's Club Xeriscape Demonstration Garden.

Supervision Received and Exercised:

Receives general supervision from higher level professional or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assign, review and supervise the work of staff or contractors involved in a variety of maintenance activities related to landscaping and sprinkler systems on all WUD properties.
- Develop guidelines and requirements for landscaping projects; prepare specifications for landscape maintenance contracts; inspect the work of landscape maintenance contractors; ensure proper compliance with contract conditions.

CITY OF TEMPE

Water Conservation Specialist (continued)

- Identify areas needing repair and maintenance and take corrective action; review work of maintenance of staff and ensure adherence to proper procedures and policies.
- Maintain accurate research of work performed, materials used, and associated work; prepare inspection reports and maintain records of all WUD properties maintained under contract work.
- Monitor the application of chemicals on trees, shrubs, grass and flowers to control weeds, insects, and plant diseases.
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; make routine and emergency purchases as required.
- Review and approve new sprinkler system construction plans; establish sprinkler operating schedules according to watering needs, maintain sprinkler systems and monitor and adjust as required.
- Process requests and authorize payments through the City's Landscape Rebate Program.
- Develop systems and databases (with ITD) to more efficiently track and report water resource/water conservation information.
- Respond to and resolve complaints from residents and business concerning water wasting.
- Monitor the City's Xeriscape gardens; organize and schedule Xeriscape and irrigation system maintenance classes; assist with the public viewing of the Xeriscape Demonstration Garden.
- Represent the City and participate in regional and intergovernmental programs and committees on various conservation issues, including AMWUA's conservation and policy sub-committees; prepare various reports for federal and state regulatory bodies, including the Arizona Department of Water Resources (ADWR) annual water use reports; prepare monthly water use reports for SRP.
- Assist with analysis and reporting of data for the Non-Per Capita Conservation Program Annual Report; develop mechanism to track Non-Per Capita Conservation Program components for compliance purposes.
- Monitor City Council minutes for requested variances regarding turf allowances.

CITY OF TEMPE

Water Conservation Specialist (continued)

- Assist in the development and implementation of educational programs for school-age children regarding water conservation.
- Complete water demand and supply forecasting including long-term planning; develop and maintain water demand forecasting spreadsheet model, including collection of data regarding: rainfall, occupancy rate by housing unit type and area, employment rate, building permits number and valuation, housing starts, and major water users.
- Maintain the City's water conservation program.
- Assist with maintenance of section's web page to provide educational information to the public on water conservation and water resources programs; assist with design and production of water conservation pamphlets/brochures.
- Schedule and market water conservation-related workshops; assist with Smartscape seminars.
- Attend and participate in trade shows to publicize the City's water conservation program.
- Compile information for various regulatory permits.
- Assist in the administration of the Recommended Conservation Measures associated with the Non-Per Capita Conservation program.
- Track water usage to insure compliance with various contracts and with ADWR assured water supply provisions; implement methods to collect information for annual section report, and assist with preparation of the report.
- Assist with historical and legal research on water rights issues.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience in water or environmental conservation, landscape; including one year of lead responsibility or monitoring the work of contractors.

CITY OF TEMPE
Water Conservation Specialist (continued)

Training:

Equivalent to a Bachelor's degree in environmental sciences, natural resource management, public administration, or a related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 0395

FLSA: Exempt